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21 JUL 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (14-20 July 1982)

Office of the Director of Information Services

The Directors of Information Services and Data Processing and members of their staffs met to review the progress the Office of Data Processing (ODP) is making on the development of a Common-use Automated Registry System (CARS). ODP has chosen 30 March 1983 as the implementation date for the standard registry package. The IC Staff, Executive Registry, and O/DDA Registry will be the first components to use the new system.

Classification Review Division

CRD reviewed a total of 586 CIA documents (3,858 pages) and declassified none. An additional 19,950 OSS cards were also reviewed.

Records Management Division

RMD began its records management survey of the Intelligence Dissemination and Control Branches, Office of Current and Analytic Support (OCPAS). As part of the survey, two RMD representatives interviewed the Branch Chiefs and selected employees concerning their duties and responsibilities. They also met with the Pouch Unit, Information Management Staff, DO, to discuss some problem areas DO is experiencing with pouching activities as they relate to OCPAS. Conflicting procedures and a duplication of effort in the processing and handling of documentation being pouching to foreign field stations seem to exist between the two offices.

Technicians installed conduit at the Archives and Records Center (A&RC) for new green line telephones needed to handle the large volume of classified information exchanged between A&RC and Headquarters components. When the installation is completed, A&RC will have seven instruments.

Two hundred and fifty cubic feet of material were transferred to the hammermill for destruction.

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RCD carried out 77 actions on issuances. The Division's workload of regulatory issuances was reduced from 134 to 128 active jobs reflecting the number of newly initiated jobs compared to those published or canceled.

Issuances of general interest include revisions and revalidation of regulations updating the Agency's policy and procedures regarding assignments [redacted]; a notice regarding the proper display of notices and advertising in the Headquarters Building [redacted] and a notice listing the membership and advisers of the CIA Retirement Board [redacted]

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The Executive Director forwarded to RCD a memorandum signed by the DCI on 24 February 1982, which provided a general delegation of authority to the Executive Director on the overall daily management of the Agency and included 36 specific regulatory authorities the DCI delegated to the Executive Director. Accordingly, RCD will review the various regulations that are in the process of revision to reflect this delegation of DCI authority.

The status of regulations dealing with Executive Order 12356 which becomes effective 1 August 1982 is: The National Security Classification Guide [redacted] was signed by the Executive Director and hand-carried back to RCD on 20 July; the Agency Security Information Program [redacted] and the Information Security Program Handbook [redacted] were signed by the DDA and received by RCD on 20 July; and two headquarters notices designating the DDA to direct the program [redacted] and delegating authorities for original classification and declassification [redacted] were signed by the DCI on 14 July.

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Information and Privacy Division

A separate report is attached.



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Attachment:
As stated

EXO/OIS: [redacted] (21 July 1982)

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